

# **Student Fees and Charges 2020/21**



**Harper Adams  
University**

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# Introduction

The Fees and Charges Brochure sets out the approved University Fees to be paid by new and continuing students in 2020/21. The University reserves the right to increase fees each subsequent year by no more than the rate of inflation (RPI-X) in line with government guidance and any cap on fees applied by the government. You should, therefore, budget for modest increases. We anticipate that any increase will be supported by the government's student financial support system for regulated courses.

The Fees and Charges Brochure also includes approved on-campus accommodation charges for 2020/21 and any supplementary fees that might be incurred. An indication of additional course-specific study costs is also included to help you plan your personal expenditure.

The fees and charges for the Harper & Keele Veterinary School Veterinary Medicine programme are available on the [School website](#).

We use the term 'University Fees' throughout this document as a clearer alternative to 'Tuition Fees', to more clearly articulate that fees contribute to the full cost of the course. We have set out below the elements that are and are not covered by your University Fee in 2020/21 to enable to you to budget appropriately.

What is included in your University Fee:	What is not included in your University Fee:
<ul style="list-style-type: none"> <li>• Lectures and tutorials</li> <li>• Compulsory practical teaching and trips</li> <li>• Access to the library and its resources</li> <li>• Access to the Learning Hub and its resources</li> <li>• Access to on campus computer facilities</li> <li>• Support and wellbeing services</li> <li>• Applicant, course, module and student administration</li> <li>• Wi-Fi on campus</li> <li>• Parking on campus</li> </ul>	<ul style="list-style-type: none"> <li>• Accommodation charges</li> <li>• Food and other living expenses</li> <li>• Course-specific costs, for example required items of clothing or optional trips</li> <li>• Personal computers, laptops and devices</li> <li>• Textbooks</li> <li>• Printing, if you need to print on to paper</li> <li>• Students' Union fees, if you wish to join</li> <li>• Graduation ceremony gown, photography, transport and associated accommodation, if you wish to attend</li> <li>• Charges for reassessment or restudy, if you fail and are required to undertake these</li> </ul>

## Contents

1.	Making your payments .....	2
2.	Difficulties with payments .....	2
3.	Financial Assistance .....	3
4.	University Fees 2020/21 .....	5
4.1.	Undergraduate University Fees 2020/21 .....	5
4.2.	Postgraduate University Fees 2020/21 .....	7
5.	Accommodation Charges 2020/21 .....	10
6.	Financial liability for students who leave the University prematurely .....	11
6.1.	University Fee liability .....	11
6.2.	Accommodation charge liability .....	11
7.	Course-related costs .....	12
7.1.	Course-related costs for undergraduate courses.....	12
7.2.	Course related costs for postgraduate courses.....	16
8.	Additional Charges 2020/21 .....	18
9.	Contacts.....	20

# 1. Making your payments

All students are personally liable for the payment of all charges relating to their time at the University. This includes University Fees, accommodation and other course and activity related costs. If you have arranged for any of these to be paid by a third party, such as the Student Loans Company (SLC), by employer sponsorship or payment by a parent/guardian, you must ensure that this is in place in time for the payments to be made. If this payment fails to be made, you will be required to pay yourself.

At the beginning of the academic year, full-time students will be issued an invoice detailing their University Fees and accommodation charges, where applicable, for the entire year, and when these are due for payment. Part-time students will be invoiced in relation to when they commence studies on each module. Payment is due no later than 14 days from the date of the invoice, unless an instalment plan is agreed.

Payment can be made online. Accepted card types: Diners/Discover, Maestro, Maestro (UK), MasterCard, MasterCard (debit), Visa, Visa (debit), Visa Electron.

Please contact the Finance Office should you have any queries about your invoice or payment (see 'Contacts', page 20).

## 1.1. University Fees

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For **Undergraduates with a support package from the SLC**, University Fees are normally paid directly to the University. The Finance Office needs to be advised as soon as possible if you have applied for a Student Finance tuition fee loan so records can be updated.

For **full-time Taught Postgraduate students** and **Undergraduates who are not in receipt of a Student Finance tuition fee loan**, your University Fees can be paid in full or in three termly instalments, by the deadlines given below. To request to pay termly, please access the payment gateway and select your fees to be paid 'by instalment'.

By 19th October 2020 – 34% due

By 25th January 2021 – 33% due

By 10th May 2021 – 33% due

**Part-time Taught Postgraduate students** are billed on a module-by-module basis, and will be invoiced in advance of each module.

Students requiring a Tier 4 visa will be required to pay their University Fees for the year, in full, in advance of arrival, unless they have financial sponsorship.

## 1.2. Accommodation charges

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Accommodation charges are paid by the student, with either their own funds or any Student Finance maintenance loan, which is paid directly to the student early in each term, usually within the first fortnight.

You can pay in full or request to pay termly by accessing the payment gateway and selecting your accommodation charges to be paid 'by instalment'. The deadlines for payment by instalment are as above (section 1.1).

# 2. Difficulties with payments

If you are in financial difficulty and are unable to make payments on time, you are required to contact the Finance Team (see 'Contacts', page 20).

It is important that the Finance team are contacted as soon as you realise you are unable to meet your financial commitment, as they will be able to discuss your circumstances and offer guidance on your situation.

While the University is willing to be as flexible as reasonably possible for students with financial difficulties, a sanction policy is in place, which is strictly applied to students who are not pro-active in making arrangements. The 'Collection of Student Debt Policy' can be viewed on the University's Key Information Page on its website.

The Student Services team is available to offer students advice on money management and can advise students on the application process for a limited number of hardship loans. The Student Records and SLC Advice Office is also able to provide assistance for students who have problems applying for and accessing support through Student Finance (see 'Contacts', page 20).

## 3. Financial Assistance

### 3.1. Student Finance loans

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**Undergraduate students** who are Home/EU fee status and who are new to Higher Education are likely to be able to access help for their course through Student Finance. If you apply for a Student Finance tuition fee loan (which covers University Fees), this will be paid directly to the University on your behalf. Further information is available [here](#).

Postgraduate loans for **students on Master's Degrees** are available for students from England, Wales, Northern Ireland, Scotland and the EU. The loan is intended to be a contribution to the cost of the qualification, whether to pay your University Fees or to cover maintenance or any other costs associated with study. Further information is available [here](#).

Loans for **PhD students** are available for students from England and Wales, as well as EU students studying in England. Northern Ireland is currently considering plans for a PhD loan. The loan is intended to be a contribution to the cost of the qualification, whether to pay your University Fees or to cover maintenance or any other costs associated with study. Further information is available [here](#).

If you are likely to be affected by the stated intention of the UK government to leave the European Union, please refer to the University's [Brexit webpage](#) that has been created to direct enquirers and students to definitive sources of information from UK government and university sector organisations.

**Students not in receipt of Student Finance tuition fee loans** must make their own arrangements to pay their University Fees. This could be in the form of financial sponsorship, where available and applicable. If you are not paying your fees directly yourself, you must provide the Finance Office with evidence of who is doing so.

### 3.2. Scholarships, hardship loans and grants

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Harper Adams University provides financial support through competitive scholarships, based on both merit and in support of the University's aims to widen access to higher education from under-represented groups. The merit-based Development Trust scholarships are awarded on-course. Limited support is also available in the form of short-term hardship loans and grants. Up-to-date details on all forms of financial support are published [here](#).

### 3.3. Discretionary awards for 2020/21 entrants on Taught Postgraduate Awards

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#### 3.3.1. Alumni Award

The Alumni Award is a 10% fee waiver for Harper Adams' alumni, irrespective of year of graduation from first degree, mode of study or award. 10% is discounted from each invoice.

#### 3.3.2. Vice Chancellor's Fee Waiver Award

This award is intended to support those from less advantaged or represented backgrounds who achieve highly to progress to postgraduate level study, in line with our Access and Participation Plan aspirations. We award a 100% fee waiver for those full-time UK, EU, Isle of Man & Channel Isle fee status Undergraduate students who achieved a First Class Honours Degree from Harper Adams University in 2019/20, for Postgraduate study entry in 2020/21, for MSc awards only. Students must also meet eligibility criteria intended to improve access to postgraduate level study by under-represented groups, as defined by the University's Access and Participation Plan:

- students from areas of low higher education participation, low household income and/or low socioeconomic status
- students recorded as black and minority ethnicity
- mature students
- disabled students in receipt of the Disabled Students' Allowance

- care leavers

Typically, around 70% of our student body exhibit at least one of the characteristics of disadvantage or under-representation at Harper Adams.

Studies by Negotiation programmes are ineligible for this award. Part-time Undergraduates are also ineligible for this award. The discretionary award is subject to a satisfactory reference from the Undergraduate Course Manager or Course Tutor, payment of £1,000 deposit, repayable on satisfactory completion of the course and submission of course application by the deadline of **24<sup>th</sup> July 2020**, and subject to course availability. Entry cannot be deferred. Any study required beyond 2020/21, otherwise, is ineligible for this discretionary award. Please contact the Postgraduate Office to establish your eligibility for this award (see 'Contacts', page 20).

### **3.4. Advice and support**

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The Student Services team is available to offer students advice on money management and can advise students on the application process for a limited number of hardship loans. The Student Records and SLC Advice Office is also able to provide assistance for students who have problems applying for and accessing support through the Student Finance (see 'Contacts', page 20).

## 4. University Fees 2020/21

The fees detailed below in Tables 1–3 are for one year of study. Students are liable for University Fees for each year of their course. The University reserves the right to increase fees each subsequent year by no more than the rate of inflation (RPI-X), in line with government guidance and any cap applied by the government.

### 4.1. Undergraduate University Fees 2020/21

#### 4.1.1. New entrants to Undergraduate programmes

Table 1 sets out the fees payable by new Undergraduate entrants in 2020/21.

**Table 1: Undergraduate University and Placement Fees for new entrants studying in 2020/21**

Fee Status		Type of Course	New entrants 2020/21	
UK, EU, Isle of Man & Channel Isles Students	Full-time	<ul style="list-style-type: none"> <li>Integrated (Undergraduate) Master's Degree</li> <li>Honours Degree</li> <li>Ordinary Degree</li> <li>Top-Up Degree<sup>1</sup></li> <li>Extended Degree</li> <li>Foundation Degree</li> <li>Extended Foundation Degree</li> </ul>	On campus	£9,250
			Sandwich Placement <sup>2</sup>	£1,850
	Part-time	<ul style="list-style-type: none"> <li>Graduate Certificate in Advanced Veterinary Nursing<sup>3</sup></li> </ul>		£4,000
Non-EU Overseas Students	Full-time	<ul style="list-style-type: none"> <li>Integrated (Undergraduate) Master's Degree</li> <li>Honours Degree</li> <li>Ordinary Degree</li> <li>Top Up Degree<sup>1</sup></li> <li>Extended Degree</li> <li>Foundation Degree<sup>4</sup></li> <li>Extended Foundation Degree<sup>4</sup></li> </ul>	On campus	£10,800
			Sandwich Placement <sup>2</sup>	£3,200
	Part-time	<ul style="list-style-type: none"> <li>Graduate Certificate in Advanced Veterinary Nursing<sup>3,4</sup></li> </ul>		£5,000

<sup>1</sup> **Top-Up Degree** - All Top-Up Degree students, including students who have previously undertaken study at Harper Adams University, are considered new entrants for fee liability purposes. The 'Sandwich Placement' fee does not apply.

<sup>2</sup> **Sandwich Placement support and fees** - All students undertake a mandatory sandwich placement for which there is a reduced fee. This fee contributes to the costs associated with: growing and maintaining a network of placement employers; advising new employers on their commitments to placement students; providing extensive support to students in preparing for, and securing, an approved placement; supporting the employer and student whilst on placement, including by telephone, email and in-person visits; and in the assessment of the extent to which the student develops employability skills, insight into the employing organisation, as well as personal development planning, before, during and after the placement period. All courses have a dedicated Placement Manager to lead these arrangements, the support of a Placement Officer and all students are assigned a Placement Tutor to oversee their progress whilst on placement. This arrangement ensures that placements are a central component of the student's curriculum and helps graduates to be better prepared for making and achieving their career aspirations. Further details are available on request at [placement@harper-adams.ac.uk](mailto:placement@harper-adams.ac.uk).

<sup>3</sup> **Part-time Veterinary Nursing Award** - This programme is taught on a part-time basis and is unavailable for full-time study. The price quoted is for the entire two-year programme. You will be invoiced 50% of the fee at the beginning of the first year of study and the remaining 50% at the beginning of the second year of study.

<sup>4</sup> **Visa Sponsorship** - Non-EU students requiring a Tier 4 visa are ineligible for these courses.

- **Foundation and Extended Foundation Qualifications (lower than Level 6)** - ineligible as the study duration is longer than the maximum permitted sponsorship period of 2 years for courses below first degree level, based on UK Home Office regulations.
- **Graduate Certificate Qualifications (part-time)** - due to the part-time nature of these courses they are not eligible for sponsorship under Harper Adams' policy.

## 4.1.2. Continuing students on Undergraduate programmes

Table 2 sets out the fees payable by full-time continuing Undergraduate students who enrolled in or before 2019/20.

**Table 2: Undergraduate University and Placement Fees for continuing students studying in 2020/21**

Fee Status		Type of Course	2019/20 entrants	2018/19 entrants	2017/18 entrants	2016/17 entrants	2015/16 entrants
UK, EU, Isle of Man & Channel Isle Students	Full-time	<ul style="list-style-type: none"> <li>Integrated (Undergraduate) Master's Degree</li> </ul> On campus	£9,250	£9,250	£9,250	£9,000	£9,000
		<ul style="list-style-type: none"> <li>Honours Degree</li> <li>Ordinary Degree</li> <li>Extended Degree</li> <li>Foundation Degree</li> <li>Extended Foundation Degree</li> </ul> Sandwich Placement <sup>2</sup>	£1,850	£1,850	£1,850	£1,800	£1,800
	Part-time	<ul style="list-style-type: none"> <li>RCVS<sup>5</sup> Diploma in Advanced Veterinary Nursing<sup>6,7</sup></li> <li>Harper Adams part-time, blended learning awards: Diploma of Higher Education / Ordinary Degree<sup>6,7</sup></li> </ul>		£5,650	£5,650	£5,625	£5,000
		<ul style="list-style-type: none"> <li>RCVS<sup>5</sup> Honours Degree with advanced standing<sup>6,7</sup></li> </ul>		£10,044	£10,044	£10,000	£10,000
		<ul style="list-style-type: none"> <li>Graduate Certificate in Advanced Veterinary Nursing<sup>3</sup></li> </ul>	£4,000				
Non-EU Overseas Students	Full-time	<ul style="list-style-type: none"> <li>Integrated (Undergraduate) Master's Degree</li> </ul> On campus	£10,800	£10,800	£10,800	£10,800	£10,800
		<ul style="list-style-type: none"> <li>Honours Degree</li> <li>Ordinary Degree</li> <li>Extended Degree</li> <li>Foundation Degree<sup>4</sup></li> <li>Extended Foundation Degree<sup>4</sup></li> </ul> Sandwich Placement <sup>2</sup>	£3,200	£3,200	£3,200	£3,200	£3,200
	Part-time	<ul style="list-style-type: none"> <li>Graduate Certificate in Advanced Veterinary Nursing<sup>3,4</sup></li> </ul>	£5,000				

<sup>2/3/4/\*</sup> - See page 5 for explanatory text

<sup>5</sup> **RCVS** - Royal College of Veterinary Surgeons.

<sup>6</sup> **Part-time Veterinary Nursing Awards** - These programmes are taught on a part-time basis and are unavailable for full-time study. The price quoted is for the full course cost that is spread over more than one year.

- Students on the RCVS Diploma in Advanced Veterinary Nursing will study 135 credits.
- Students on the RCVS Honours Degree with advanced standing will study 240 credits.

You will 'pay as you go', only paying for the modules being studied at the time. The study load undertaken within one year varies between students.

<sup>7</sup> No new entrants are due to be enrolled on these programmes after 2018/19.

## 4.1.3. Undergraduate part-time study fee calculation

Where permissible, the cost of the full award for a part-time undergraduate course is calculated on a pro-rata basis of the full-time equivalent (based on 120 credits) cost shown in Tables 1–2. The University reserves the right to increase fees each subsequent year by no more than the rate of inflation (RPI-X) in line with government guidance and any cap applied by the government. You should, therefore, budget for this. We can offer payment options to spread the total award costs over the part-time study period, in line with the volume of study undertaken. Further information can be obtained from the Finance Office (see 'Contacts', page 20).

## 4.2. Postgraduate University Fees 2020/21

### 4.2.1. New students on Postgraduate programmes

Table 3 sets out the fees payable by new full-time entrants studying in 2020/21. The University reserves the right to increase fees each subsequent year by no more than the rate of inflation (RPI-X). You should, therefore, budget for this.

**Table 3: Full-time Taught Postgraduate and Research University Fees: new entrants in 2020/21**

	UK, EU, Isle of Man & Channel Isles Students	Non-EU Overseas Students
MSc awards, <u>excluding</u> Veterinary Physiotherapy, Applied Veterinary Nursing, Applied Ecology suite <sup>1</sup> (180 credits) <sup>2,3</sup>	£8,150	£12,900
MProf Real Estate and Land Management (180 credit award) <sup>2</sup>	£8,150	£12,900
MSc Veterinary Physiotherapy (180 credits) <sup>2,3</sup>	£10,850	£18,500
MSc Advanced Veterinary Nursing (180 credits) <sup>2,3</sup>	£9,700	£12,200
MSc Applied Ecology suite <sup>1</sup> (180 credits) <sup>2,3</sup>	£8,900	£13,600
PgD awards <u>excluding</u> Veterinary Physiotherapy, Applied Veterinary Nursing, Applied Ecology suite (120 credits) <sup>1,2</sup>	£5,600	£11,250
PgD Veterinary Physiotherapy (120 credits) <sup>2</sup>	£9,200	£16,300
PgD Advanced Veterinary Nursing (120 credits) <sup>2</sup>	£8,000	£10,000
PgD Applied Ecology suite <sup>1</sup> (120 credits) <sup>2</sup>	£6,000	£11,850
PgC awards <u>excluding</u> Advanced Veterinary Nursing, Applied Ecology suite <sup>1</sup> (60 credits) <sup>2</sup>	£2,800	£5,650
PgC Advanced Veterinary Nursing (60 credits) <sup>2</sup>	£4,000	£5,000
PgC Applied Ecology suite <sup>1</sup> (60 credits) <sup>2</sup>	£3,000	£5,950
MRes Natural Science and Engineering (180 credits) <sup>4,5</sup>	£8,150	£12,900
MRes Social Science (180 credits) <sup>4,6</sup>	£5,900	£10,650
MPhil/PhD Natural Science and Engineering (full-time) <sup>7,8</sup>	£13,100	£17,650
MPhil/PhD Social Science (full-time) <sup>4,8</sup>	£7,750	£11,050
MPhil/PhD submission by published works (restricted eligibility) <sup>8</sup>	£1,900	£1,900

<sup>1</sup> The Applied Ecology suite of courses includes awards in Agroecology, Conservation and Forest Protection, Ecological Applications, Entomology, Integrated Pest Management, Plant Health and Biosecurity and Plant Pathology.

<sup>2</sup> See point 3.3.1 of the 'Discretionary Awards for 2020/21 entrants' section (page 3).

<sup>3</sup> See point 3.3.2 of the 'Discretionary Awards for 2020/21 entrants' section (page 3).

<sup>4</sup> A bench fee is charged for some students' programme of studies, in addition to the University Fees quoted in Table 3, to cover additional expenses associated with a specific study programme. The level of the bench fee is determined by the additional expenses which are anticipated and should be confirmed with the Major Project

Supervisor, where applicable. Please contact the Postgraduate Office should you require further detail (see 'Contacts', Page 20).

<sup>5</sup> The MRes Natural Science and Engineering (180 credits) suite of courses includes courses related to Agriculture, Animals, Countryside, Food and Engineering.

<sup>6</sup> The MRes Social Science (180 credits) suite of courses includes courses related to Business, Economics and Land Management.

<sup>7</sup> Includes bench fees.

<sup>8</sup> The MPhil/PhD fees apply for each year of the registration period, except that after the normal registration period (three years full-time PhD, five years part-time PhD, two years full-time MPhil, four years part-time MPhil). If the student (using form SM15) and the Director of Studies (using form SM15A) have both confirmed the date of transfer to writing-up status, then a writing-up fee of £42 for each month will be charged until the date of thesis submission.

Students conducting all their research and receiving substantial day-to-day supervision at a collaborating organisation will be charged 50% of the University Fee and 50% of the writing-up fee and will not be charged a bench fee. The student or collaborating organisation will be responsible for any project costs (e.g. consumables, student travel, conference fees, etc.).

### **4.2.2. Continuing students on Postgraduate programmes**

The total fee for continuing part-time Taught Postgraduate students will not change from the cost communicated in your Offer Letter, other than the University reserves the right to increase fees each subsequent year by no more than the rate of inflation (RPI-X).

### **4.2.3. Taught Postgraduate part-time study fee calculation**

The part-time study fee for Taught Postgraduate programmes is the same as the full-time equivalent cost shown in Table 3, however students will be billed on a module-by-module basis, and will be invoiced prior to the start of each module.

The cost of each module (excluding the research project module) is calculated by dividing the total cost of the programme by the total number of its credits and then multiplying this figure by the credit value of the module in question. MSc students should use the equivalent PgD cost for this purpose.

The fee for research project supervision within a taught programme, undertaken on a part-time basis, is the difference between the relevant PgD and MSc full-time course fees as shown in Table 3 and ranges from £1,650 to £2,900.

For example, a UK student studying towards an MSc award incurs a total University fee of £8,150 and would be charged, on a part-time basis, as follows:

- The fee for supervision and assessment of the major research project is £2,550 (being the difference between the fee for the MSc at £8,150 and the PgD at £5,600). This fee is due the year in which the major research project commences.
- The fee for studying any taught module is £700 (based on £5,600 divided by eight) for each 15 credit module (regardless which module is being studied). This fee is payable within 14 days of the date of the invoice, which is generated prior to the start of each module.

Taught Postgraduate Major Research Project extension into the following academic year is priced at £500 for each year or part thereof.

Further information can be obtained from the Finance Office (see 'Contacts', page 20).

### **4.2.4. Taught Postgraduate Associate Study (including MRes)**

We provide a limited provision, on application, for individuals to study individual modules without the intention of achieving a recognised named award, as an Associate student. Where study as an Associate student is permissible, subject to the availability of places, once students enrolled on awards are placed, the University Fee for **Home and EU students** is £1,200 for each 15-credit module, or pro-rata for modules of a different volume. All major research project fees for Home and EU students are £4,000 for each 60-credit module, or pro-rata.

Fees for **overseas students** are set at £2,000 for each 15-credit module, irrespective of the module, or pro-rata for modules of a different volume. All major research project fees for students liable for overseas fees are £8,000 for each 60-credit module, or pro-rata, no matter which department is responsible for supervision and assessment.

Please contact the Postgraduate Office for further information regarding availability (see 'Contacts', page 20).

#### **4.2.5. Studies by Negotiation**

Where a student wishes to study a Studies by Negotiation programme which requires approval by the Programme Approvals Committee, an administrative fee of £200 on top of the fees published above will be charged in advance. Should the proposals be rejected, the fee will be refunded.

## 5. Accommodation Charges 2020/21

Table 4 sets out the charges for accommodation in 2020/21.

Hall charges include a regular cleaning service (term-time only), heating, lighting and internet access. All residents need to provide their own bedding, (with the exception of International students for whom this can be provided at an additional cost) and those in self-catering accommodation need to provide their own pots, pans, utensils, plates and cutlery.

Accommodation is payable in three instalments, one per term. All rooms are subject to a £300 room deposit, payable as part of the accommodation offer acceptance process, refundable (less deductions for damages or other outstanding accommodation charges) at the end of the fixed term Accommodation Licence Agreement. If you are unable to make a full deposit payment at the time of the accommodation offer acceptance, please contact the Finance Office (see 'Contacts', page 20), who will be able to assist you. There is a £50 fee to manage the costs associated with student requests to change rooms.

Prices have been calculated to reflect the provision of services (e.g. meals for catered students, cleaning and laundry as appropriate) on a term time only basis. The Accommodation Licence Agreement sets out the detailed and definitive arrangements of the services provided. Subject to availability, it may be possible to extend the period of stay for an additional cost. Applications, to the Accommodation Office (see 'Contacts, page 20), must be made at the earliest opportunity.

**Table 4 Board and residence charges 2020/21 (Hall of Residence and University Houses)**

		Catered				Self-Catered		
		Catered En-suite	Catered Standard	Catered Single	Catered Shared	Self-Catered En-suite	Self-Catered Single	Self-Catered Shared
Room Type (Annual Charge)	36 weeks <sup>1</sup> (UG students)					£4,693		
	40 weeks (UG students)	£6,609	£5,792	£5,383	£4,283	£4,884		
	42 Weeks (PG and International Induction students only)					£5,129	£3,945	£3,110
Additional Information	Areas	Gloucester Harris	Bougey Bradford Ward	Uni Houses	Uni Houses	Pitchside & Courtside Halls	Uni Houses	Uni Houses
	Description	Single room	Single room, wash basin and shared facilities	Single room and shared facilities	Shared room and shared facilities	Single room	Single room	Shared room
	Catered <sup>2</sup>	Yes	Yes	Yes	Yes	No	No	No
	Laundry incl. <sup>3</sup>	Yes	Yes	Yes	Yes	No	Yes	Yes

<sup>1</sup> A limited number of shorter (36 weeks) letting period rooms is available within the Self-Catered En-Suite room type option. Students who take up this letting period are expected to vacate in full during the Easter Vacation period.

<sup>2</sup> Catered accommodation is inclusive of three meals a day, Monday to Friday, term-time only, served in the dining room. A 'pay as you eat' service is available at weekends at open catering outlets. Non-catered accommodation includes shared kitchen diners fully equipped with ovens, microwaves, kettles, toasters and fridge freezers.

<sup>3</sup> Hall charges include a weekly in-house laundry for catered student and self-catered students in Uni Houses. All students in self-catered en-suite students are responsible for their own laundry and are able to access a 'pay as you go' laundrette on campus.

## 6. Financial liability for students who leave the University prematurely

### 6.1. University Fee liability

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#### 6.1.1. Undergraduate students who withdraw from their studies

Should you leave the University prematurely, you will still be liable for at least a proportion of the costs incurred. The liability dates and levels for fees are as follows:

Up to and including 9<sup>th</sup> October 2020 – no liability

10<sup>th</sup> October 2020 – 18<sup>th</sup> January 2021 – 25% liability

19<sup>th</sup> January 2021 – 4<sup>th</sup> May 2021 – 50% liability

5<sup>th</sup> May 2021 – 2<sup>nd</sup> July 2021 (end of academic year) – 100% liability

#### 6.1.2. Taught Postgraduate students who withdraw from their studies

Students on full-time Taught Postgraduate programmes are liable for University Fees as above (point 6.1.1), should they leave the University prematurely. Students on part-time Taught Postgraduate programmes will be liable for the costs of modules on which they are enrolled (regardless of whether any work has been submitted for assessment).

#### 6.1.3. Research students who withdraw from their studies

Should you leave the University prematurely, your fees will be charged on a pro-rata basis.

#### 6.1.4. Students who postpone their studies

Student postponement requests are granted at the discretion of the University. The amount that you will be charged for the academic year is dependent on the date you finalise your postponement. If you have paid in advance for all your University Fees and accommodation charges, you may be eligible for a refund in line with liability dates.

You will be charged in line with the liability points as for withdrawing students (above) for University Fees and on-site accommodation charges (as below). It is important that you pay attention to the liability dates for each of University Fees and accommodation charges, particularly if you are postponing near the end of a term.

Following a period of postponement, when you return to study, in most cases at the start of a new academic year, you will be required to complete the entire year again, other than for any modules which you completed in full before your postponement. All assessment components of partially completed modules are disregarded. You will be required to pay full University Fees for that year. Please refer to the '*Guidance for students thinking about postponing their studies*' (on the University's [Key Information Page](#)) which provides details on the availability of discretionary, partial fee waivers, where the reason for postponement was outside the control of the student. At the point of postponement, students are advised to contact the Finance Office to determine whether they will qualify for any partial University Fee waiver on their return to study, at the discretion of either the Director of Finance or Director of Academic Services, or their nominees. If you return to a different course, you will be required to pay the full University Fee regardless of any pre-agreed waiver, which would only be applied to the original course of study.

### 6.2. Accommodation charge liability

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Whilst you will be invoiced for the whole licence agreement period charge at the commencement of your stay, you will have the option of paying in three instalments, which align with the start of each term, as detailed in your accommodation agreement. Should you leave the University prematurely, you will still be liable for accommodation charges as stated below, unless otherwise stated in your accommodation agreement:

27<sup>th</sup> September 2020 - 30<sup>th</sup> November 2020- first term charge

1<sup>st</sup> December 2020 - 18<sup>th</sup> January 2021 – first term and Christmas period charge

19<sup>th</sup> January 2021 – 2<sup>nd</sup> July 2021 (end of academic year) – full charge whole tenancy

# 7. Course-related costs

## 7.1. Course-related costs for undergraduate courses

In addition to the published University Fees, students should also bear in mind that there may be additional costs which they need to consider as part of their course of study, including the costs ordinarily expected as part of Higher Education study, such as stationery, printing assignment work or documents from learning resources and core textbooks.

To allow you to fully participate in online activities, you will need a web-camera, microphone and some headphones. A 'headset' with a built-in microphone would be ideal. Please contact [StudentServices@harper-adams.ac.uk](mailto:StudentServices@harper-adams.ac.uk) if you think the cost of purchasing your own laptop or tablet will be prohibitive as we would not want any student to be prevented from studying for this reason. A headset is typically required for some induction activities during the Welcome Week for new students.

Unlike some rural areas, we are fortunate to have access to Ultrafast broadband. On campus, we have the university sector JANET network (with a download speed of up to 1 Gbps which is scheduled to be upgraded to 10 Gbps in the Autumn of 2020). Up to 500 Mbps download speed broadband is available in the local area, depending on which provider you use. It is important to check what internet services are available at off-campus residences, as you may find a high speed and reliable internet connection beneficial when studying off campus.

On occasion, assessment tasks require students to make their own transport arrangements to undertake off site visits for research purposes. Depending on the nature and choice of the Major Project carried out by students in their final year, this may also incur small additional costs (such as travel for field work, postage for survey work and additional printing costs).

Students wishing to undertake overseas placements are advised that these placements are usually expected to be sourced and supported via an approved agent, which will incur additional costs. Students considering such a placement also need to consider the costs associated with visa applications, travel costs and travel insurance.

Due to the nature of specific Harper Adams University courses, undergraduate students should also expect the following course specific costs:

### 7.1.1. Agriculture Students

Students studying Agriculture courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots
- 1 white laboratory coat
- Boiler suit
- 1 pair steel toecap safety boots (British Standard approved)
- Scientific calculator

As part of the course students have the opportunity to undertake study tours from time to time. These are voluntary but are subject to a small contribution from the student.

Agriculture students are encouraged to undertake vocational qualifications as appropriate to augment their academic studies and prepare them for the work place. Students are encouraged to undertake the NPTC/LANTRA crop spraying proficiency tests, PA1 Safe Use of Pesticides & PA2 Safe Application of Pesticides Using Self Propelled, Mounted, Trailed Horizontal Boom Sprayers, for which there is a charge of approximately £175 and £275 respectively. In addition, students are encouraged as appropriate to undertake the NPTC/LANTRA Tractor & Telehandler training and testing for which there is a charge of £375 each. FdSc students are able to access some of the above courses without additional charge as part of the Rural Skills module in year 1 of their course. In addition, the University hopes to offer a limited number of places for the above courses as well as other courses at a subsidised rate via the Land Based Skills Programme which runs outside the academic curriculum.

For students wishing to undertake overseas placements, all overseas placements incur additional costs such as agent fees where applicable and/or visas, flights and insurance. Some visas also require students to be able to demonstrate they have sufficient financial reserves to meet the cost of living in the country they intend to work in before travelling.

At the end of their course, subject to performance, students studying BSc Agriculture, and Agriculture with Crop Management have the opportunity to undertake the FACTS training course and examination, and those studying Agriculture with Crop Management the BASIS training course and examination. Students who elect to undertake the FACTs and BASIS qualifications are required to pay the BASIS examination fee applicable at the time.

### **7.1.2. Animals Students**

Students studying Animals related courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots (required for farm sessions)
- 1 white laboratory coat (required for lab sessions)
- Boiler suit (required for farm sessions)
- Basic calculator (you cannot rely on your mobile phone)

Students studying animal-related courses may wish to take advantage of reduced charges to sit for the Animal Medicines Training and Regulatory Authority (AMTRA) Suitably Qualified Person (SQP) qualifications. An SQP is an animal health advisor. The legal phrase SQP is a category of professionally qualified persons who are entitled to prescribe and/or supply certain veterinary medicines under the Veterinary Medicines Regulations. This qualification would be very useful for anyone working in the area of animal health where the sale of animal medicines is allowed. AMTRA charge Harper Adams University undergraduates a standard, reduced charge of £170 (in 2019). For more information see [www.amtra.org.uk](http://www.amtra.org.uk)

### **7.1.3. Applied Science (Biology and Zoology) Students**

Students studying Applied Biology and Applied Zoology courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots
- 1 white laboratory coat
- 1 Boiler suit
- 1 pair of steel toecap safety boots (British Standard approved)
- 1 Scientific calculator

As part of the Introduction to Ecology module in year 1, students are required to participate in a compulsory one week study trip, which contains field assessments for the final module mark. A student contribution of £50 is required towards the cost of the trip. The year 4 module 'Environment and Geography Field Course' is delivered as a compulsory residential one week field course for all students and requires a student contribution of £50 towards the cost of the trip.

### **7.1.4. Students on Beijing Agricultural College joint courses**

All students from Beijing Agricultural College are required to purchase some sundry items which will incur an additional nominal cost, these include:

- An English dictionary
- A thesaurus
- A scientific calculator
- 1 white laboratory coat (Food Quality with Retail Management Students only)

Students on the BSc (Hons) Food Quality with Retail Management course also have the opportunity to take additional, Chartered Institute of Environmental Health training courses, during the duration of their course. These include, Level 3 Hazard Analysis and Critical Control Point (HACCP) for Manufacturing, costing £90, Level 3 Supervising Food Safety, costing £90 and Level 2 Food Safety for Manufacturing costing £20. These costs may be subject to a slight increase in 2020/21. Other courses may also be available if there is sufficient demand. Students are also eligible to apply for Associate membership (student) of the Institute of Food Science and Technology and the subscription, at the time of publication, is £21 per year.

### **7.1.5. Agribusiness Students**

Students studying Agri-Food Marketing with Business and Agri-Business courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots
- 1 white laboratory coat (Agri-Business students may prefer to hire rather than buy due to the infrequency of use)
- Boiler suit
- Students on the Business Management with Marketing programme may have some minimal costs to incur for the module Creativity and Enterprise. This is expected to be about £20.

Students studying within the Agribusiness suite may wish to take extra courses, including a Hygiene and Food Safety Level 2 certificate, which is a one day course costing approximately £30. Students also have the option to register for the Chartered Management Institute Level 5 Certificate and the Chartered Institute of Marketing, the fees for these professional bodies are around £220. There may also be a range of 1 day courses delivered by outside professionals on topics such as digital marketing and sales, these are optional and will vary in price but

will not be more than £50 each per day. There may be an opportunity for an overseas study visit to Holland for those studying the module International Agri-Business, which will be at a cost of approximately £400.

### **7.1.6. Countryside, Environment, Wildlife and Geography Students**

Students studying Countryside, Environment, Wildlife and Geography courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots
- 1 white laboratory coat
- Boiler suit
- 1 pair of walking/safety boots (British Standard approved)
- Scientific calculator

As part of the Introduction to Ecology module in year 1, Countryside, Environment and Wildlife students are required to participate in a compulsory one-week study trip, which contains field assessments for the final module mark. A student contribution of £50 is required towards the cost of the trip.

As part of the module "Practical Geography Skills 1 (field trip)" in year 1, Geography and Environmental Management students are required to participate in a compulsory one-week study trip, which contains field assessments for the final module mark. A student contribution of £50 is required towards the cost of the trip.

As part of the year 2 module "Practical Geography Skills 2 (European Field Trip)", Geography and Environmental Management students are required to participate in a compulsory European field trip, which contains field assessments. A student contribution of £250 is required towards the cost of the trip.

The year 4 modules "Environmental Project – Field Course" and "Environment and Geography Field Course" are delivered as a compulsory residential one-week field course for all Countryside, Environment, Wildlife and Geography students and require a student contribution of £50 towards the cost of the trip.

### **7.1.7. Engineering Students**

Students studying Engineering courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- Boiler suit (Cotton) – grey\*
- Laboratory coat (Cotton) - grey\*
- 1 pair steel toecap safety boots (EN ISO 20345)
- Scientific calculator

Students studying Agricultural Engineering and Product Support Engineering degree programmes will also require 1 pair of Wellington boots with steel toecaps (EN ISO 20345) and a Boiler Suit (Cotton) – but these will not be required until Year 2 of study.

Depending on the nature of the projects students decide to pursue, additional costs for materials may be required.

*\*Please note that as part of the professional development of our engineering students, the Engineering Department has developed brand guidelines relating to clothing and request that boiler suits and laboratory coats for use within engineering are purchased in grey.*

### **7.1.8. Extended Degree and Extended Foundation Degree Students**

Students studying Extended Degree and Extended Foundation Degree courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots (students studying the modules 'Animal Management and Welfare', 'Introduction to Animal Biology' and 'Plant Production Science')
- 1 white laboratory coat (students studying the modules 'Animal Management and Welfare', 'Introduction to Animal Biology' and 'Plant Production Science')
- 1 Boiler suit (students studying the modules 'Introduction to Animal Biology' and Environmental Engineering Studies')
- 1 pair steel toecap safety boots (British Standard approved: students studying the 'Environmental Engineering Studies' module)
- Scientific calculator (Casio models recommended)

In addition, there will be a required contribution of approximately £10 toward a field trip for those students studying in the module 'Team Challenge'.

### **7.1.9. Food Studies Students**

Students studying Food related courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots
- 1 white laboratory coat (with pockets) (can be purchased through the course team)
- 1 white food laboratory coat (no pockets) (can be purchased through the course team)
- White safety shoes (can be purchased through the course team)
- Scientific calculator

For the second year, students enrolled on the module Food Product Development and Sensory Evaluation in Supply Chains will work in small groups to prepare and deliver a New Product Development project. This may require students to pay for ingredients that we would not usually have in stock. All stock items are not paid for by the students and students will be made aware of what is in stock at the start of the project to allow them to plan accordingly. The same applies to students enrolled on Food Creativity, Styling and Photography. In that module, students will be using materials and props for the purpose of their assessment. Materials and props in stock will be provided for the students, however, should students desire to use specific material/props which are not available they have to bear in mind that the cost will occur at their own personal expense.

You may wish to consider attending a trip, usually organised for Harper Adams Food students, to the University of HAS's Food Innovation Week, in Holland. Despite all the efforts to make the cost of the trip the lowest possible, should you be interested in taking part, you will be asked to contribute to cover the expenses regarding transportation, accommodation and food during the short stay in Holland. The cost for the trip will be around £300 and will include transport, accommodation and some food costs. Additional spending money will be required.

Students on Food courses also have the opportunity to take additional training courses such as the one organised by the Chartered Institute of Environmental Health. These are offered as part of extra activities during the duration of their degree and include 'Level 3 Hazard Analysis and Critical Control Point (HACCP) for Manufacturing', costing £90, 'Foundation Food Safety', costing £20, and 'Intermediate Food Safety', costing £90. These costs may be subject to a slight increase in 20120/21. Other courses may also be available if there is sufficient demand.

Food students are also eligible to apply for Associate membership (student) of the Institute of Food Science and Technology and the subscription, at the time of publication, is £21 per year.

### **7.1.10. Students on Huazhong Agricultural University joint course**

Students studying on the BSc / BSc (Hons) International Agri-food Marketing and Supply Chain Management course are required to purchase some sundry items which will incur an additional nominal cost, these include:

- An English dictionary
- A thesaurus
- A scientific calculator

Students may also be required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots
- 1 white laboratory coat (with pockets) (purchasable through the course team)
- 1 white food laboratory coat (no pockets) (purchasable through the course team)
- White safety shoes (purchasable through the course team)
- Scientific calculator

Students have the opportunity to take additional, Chartered Institute of Environmental Health training courses, during the duration of their course. These include, Level 3 Hazard Analysis and Critical Control Point (HACCP) for Manufacturing, costing £90, Level 3 Supervising Food Safety, costing £90 and Level 2 Food Safety for Manufacturing costing £20. These costs may be subject to a slight increase in 2020/21. Other courses may also be available if there is sufficient demand. Students are also eligible to apply for Associate membership (student) of the Institute of Food Science and Technology and the subscription, at the time of publication, is £21 per year.

### **7.1.11. Land and Property Management Students**

Students studying Land and Property Management courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots
- 1 high visibility vest/waistcoat
- Hard toe capped boots (may be required for site visits, wellies sometimes are adequate)
- Thesaurus, Dictionary and Diary
- Scale ruler with scales 1:50, 1:100 and 1:200

- Waterproof coat and trousers
- Students may also find it useful to have access to a scientific calculator and a digital camera or phone with a camera
- 1 white laboratory coat (REALM/RPM courses only - rarely used so can be hired)
- 1 Boiler suit (REALM/RPM courses only - Animal Production module only)

Students on the BSc (Hons) REALM and BSc (Hons) RPM courses are encouraged, but not required, to become student members of the Central Association of Agricultural Valuers. The annual student membership subscription for 2019 was £35.

Students should register for RICS membership, which is free for RICS approved courses. They will be encouraged to do this in their first year as part of the RICS requirements for the Assessment of Professional Competence (APC).

*Please note that these costs are regularly reviewed by RICS and are subject to change.*

### **7.1.12. Veterinary Nursing Students**

Students studying Veterinary Nursing courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots (only required if you wish to be involved in optional farm sessions)
- 1 white laboratory coat
- Boiler suit (only required if you wish to be involved in optional farm sessions)
- Basic calculator (you cannot rely on your mobile phone)

Students studying Veterinary Nursing courses may wish to take advantage of reduced charges to sit for the Animal Medicines Training and Regulatory Authority (AMTRA) Suitably Qualified Person (SQP) qualifications. An SQP is an animal health advisor. The legal phrase SQP is a category of professionally qualified persons who are entitled to prescribe and/or supply certain veterinary medicines under the Veterinary Medicines Regulations. This qualification would be very useful for anyone working in the area of animal health where the sale of animal medicines is allowed. AMTRA charge Harper Adams University undergraduates a standard, reduced charge of £170 (in 2019). For more information see [www.amtra.org.uk](http://www.amtra.org.uk)

Veterinary Nursing students are required to purchase a veterinary nursing student uniform for use while on practical placements in veterinary practices. This can be done independently, or via the Veterinary Nursing team. The approximate cost in 2019 is from £40. You should also ensure that you budget for potential transport and accommodation costs during your placement periods.

### **7.1.13. Veterinary Physiotherapy Students**

Students studying Veterinary Physiotherapy courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots
- 1 white laboratory coat
- Boiler suit
- 1 pair of riding gloves (mandatory)
- Basic calculator (you cannot rely on your mobile phone)

Veterinary Physiotherapy students will require a riding hat / skull cap (there are some available to use at the University but you will need your own for yard visits) and appropriate gloves for handling horses. In their final year students will require two boiler suits and appropriate yard boots for equine clinical placements. The purchase of a plastic step box or small foldable steps will also be useful to allow effective access to bigger horse's backs.

Students studying Veterinary Physiotherapy courses may wish to take advantage of reduced charges to sit for the Animal Medicines Training and Regulatory Authority (AMTRA) Suitably Qualified Person (SQP) qualifications. An SQP is an animal health advisor. The legal phrase SQP is a category of professionally qualified persons who are entitled to prescribe and/or supply certain veterinary medicines under the Veterinary Medicines Regulations. This qualification would be very useful for anyone working in the area of animal health where the sale of animal medicines is allowed. AMTRA charge Harper Adams University undergraduates a standard, reduced charge of £170 (in 2019). For more information see [www.amtra.org.uk](http://www.amtra.org.uk)

## **7.2. Course related costs for postgraduate courses**

If you are on any course that requires you to attend field trips, wellington boots and good waterproof clothing are essential.

To allow you to fully participate in online activities, you will need a web-camera, microphone and some headphones. A 'headset' with a built-in microphone would be ideal. Please contact [StudentServices@harper-adams.ac.uk](mailto:StudentServices@harper-adams.ac.uk) if you think the cost of purchasing your own laptop or tablet will be prohibitive as we would not want

any student to be prevented from studying for this reason. A headset is typically required for some induction activities during the Welcome Week for new students.

Unlike some rural areas, we are fortunate to have access to Ultrafast broadband. On campus, we have the university sector JANET network (with a download speed of up to 1 Gbps which is scheduled to be upgraded to 10 Gbps in the Autumn of 2020). Up to 500 Mbps download speed broadband is available in the local area, depending on which provider you use. It is important to check what internet services are available at off-campus residences, as you may find a high speed and reliable internet connection beneficial when studying off campus.

If you are on any course that requires you to be in the laboratories then a white laboratory coat is essential.

We recommend that all students bring a scientific calculator.

## 8. Additional Charges 2020/21

### 8.1. Reassessment, repeat study and restudy

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#### 8.1.1. Undergraduate and Postgraduate reassessment fees **£100**

The cost of resitting the assessment of a module, having failed it at the first attempt, and without restudying the module as a whole, i.e. with no requirement to attend classes, is £100 for all students, regardless of course, year of entry or fee status. Please note that Student Finance will not cover these fees and the student will be liable to pay these directly to the university.

#### 8.1.2. Veterinary Nursing and Veterinary Physiotherapy reassessment fees

Undergraduate Veterinary Physiotherapy Course Objective Structured Practical Examination (Practical Competency Tests) - £100 per reassessment attempt. Assessment Regulations (see [www.harper.ac.uk/keyinfo](http://www.harper.ac.uk/keyinfo)) specify the limits on attempts.

Undergraduate / Postgraduate Veterinary Nursing / Physiotherapy Modules - Accreditations Fails (AF) - £100 per AF attempt – maximum charge for AF's at one assessment period is £200. Assessment Regulations specify the limits on attempts.

#### 8.1.3. Undergraduate and Postgraduate repeat study fee **Refer to Tables 1- 3**

The cost of repeat studying modules, as part of a 'repeat study' year or whilst studying on a part time basis, is based on the credit value of the modules, on a pro-rata basis, in relation to the full-time course fees set out in Tables 1-3, and is dependent on the student's year of entry and residential fee status.

#### 8.1.4. Undergraduate restudy administration fee **£430**

The cost of restudying any module from a previous year, whilst also concurrently studying on a full time basis, is £430, whatever the level or volume and regardless of fee status or year of entry. Please note that Student Finance will not cover these fees and the student will be liable to pay these directly to the university. Payment of this fee entitles the student to study independently, with access to all relevant learning resources and access to the assessment opportunities required for successful completion. Occasionally, students are also able to access timetabled classes where there are no clashes with their other concurrent studies. There is no additional charge for access to these timetabled classes although access cannot be guaranteed.

### 8.2. Undergraduate and Postgraduate Accreditation of Prior (Experiential) Learning (AP[E]L)

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The fee payable by part-time students is identified following an advice session, which determines whether the applicant/student is eligible for assessment through either an APL or APEL route.

The charge for the accreditation of prior **experiential** learning for each module is set at 100% of the pro-rata part-time study fee, depending on credit value and student's year of entry and fee status.

The charge for the accreditation of prior **certificated** learning of each individual module is set at 50% of the pro-rata part-time study fee, depending on credit value and student's year of entry and fee status.

The charge relating to the assessment for APL of a **placement** period (120 credits) is half the annual placement fee.

Please note that these costs are dependent on year of entry and residential status.

### 8.3. Charges for Duplicate Certificates and other documents

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Where information is available we are able to provide the following documents at the following costs:

- Replacement certificate £60
- Replacement final transcript £60
- Confirmation of award £10 (on standard letter-headed paper)
- Copy of transcript £10 (on standard letter-headed paper)
- Module descriptor £10 each (where available and up to a maximum of £100/request)
- Programme Specification £10 each (where available and up to a maximum of £100/request)
- Basic reference requests confirming award details £0 (confirmation via email)

Where courier delivery is required (including for overseas delivery), additional costs will need to be met by the requester.

The University is only able to provide confirmation of awards for graduates who studied courses awarded by Harper Adams University. Prior to Harper Adams University receiving Taught Degree Awarding Powers (1996) and Research Degree Awarding Powers (2006), a number of external bodies validated awards studied at Harper Adams University. If you studied at Harper Adams University before Harper Adams University had awarding powers, you will need to contact the awarding body for confirmation of your award.

For CNA A Awards: <http://www.open.ac.uk/cicp/main/validation/awards-and-aftercare/cnaa-pro-forma-verification/about-cnaa>

For EdeXCEL: <https://qualifications.pearson.com/en/qualifications.html>

If the board no longer exists, you may find the following resource useful: <https://www.gov.uk/replacement-exam-certificate/if-your-old-exam-board-no-longer-exists>

Finally, if you are unsure of who awarded your qualification, please contact the Exams Office (see 'Contacts', page 20) who will attempt to assist in providing this information. Please note that as of the 25<sup>th</sup> of May 2018, the University is working under new data protection legislation and as such, may be less able to assist with requests for information than it has been in the past.

## **8.4. Students' Union Social Fee 2020/21**

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Optional Membership or tickets for individual clubs, societies and events are priced according to that particular activity. Further details, regarding membership fees and Information on a range of sports and societies, can be found at the Virtual Freshers' Fair, or on the HASU website <http://www.harpersu.com>. Both membership and individual tickets can be purchased via the HASU website, at any point in the year.

HASU also offers a range of general and course specific clothing for students to purchase if desired. Clothing can be purchased on the HASU website, or the via the HASU shop on campus.

Any questions should be referred directly to the Students' Union (see 'Contacts', page 20).

## **8.5. Graduation**

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There are costs associated with participating in the Graduation ceremony which students need to bear in mind. This includes gown hire at around £45, which is a requirement for participation, and potential travel and accommodation costs. The University is reviewing the charge applied to graduands and their guests for participation in Graduation ceremonies. Approved charges will be notified to students through the Graduation event webpages approximately six months beforehand.

If a student does not attend the Graduation ceremony and wishes to have their final transcript and certificate posted to their home address, the University reserves the right to apply a charge of £20 to cover postage, secure storage and administration costs.

## **8.6. Car parking**

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For 2020/21, car parking on campus is free of charge to virtual permit holders. There is no permit fee for 2020/21. Students must register their vehicle(s) on the University's electronic database and park only in car parks designated for student use in order to avoid a Parking Charge Notice (PCN). At time of writing, a PCN is set at £20 if paid within 14 days of the notice, or £30 thereafter.

## 9. Contacts

If you have any queries relating to anything in this booklet, please contact the relevant department:

- Admissions Office: **general information** relating to undergraduate applications and starting university  
Faccenda Centre – FS1 · [admissions@harper-adams.ac.uk](mailto:admissions@harper-adams.ac.uk) · 01952 815000
- Course Manager / Course Tutor: **course-specific costs**  
*Contact details for the relevant member of staff are available via the Harper Adams University website*
- Development Trust Office: **scholarship** opportunities for students  
Main Building – M48 · [developmenttrust@harper-adams.ac.uk](mailto:developmenttrust@harper-adams.ac.uk) · 01952 815095
- Examinations Office: **duplicate certificates** and other documents as outlined on page 17  
Main Building – M17 · [ExamsOffice@harper-adams.ac.uk](mailto:ExamsOffice@harper-adams.ac.uk) · 01952 815038
- Finance Office: **invoicing and payment** of all fees and charges  
Main Building – M13 · [studentinvoicing@harper-adams.ac.uk](mailto:studentinvoicing@harper-adams.ac.uk) · 01952 815214
- Postgraduate Office: **Vice Chancellor's Fee Waiver, Associate Study** and **bench fees for PhD students**  
Postgraduate Centre – PC104 · [postgraduate@harper-adams.ac.uk](mailto:postgraduate@harper-adams.ac.uk)  
Taught Postgraduate 01952 815289 · Research 01952 815328
- Student Records and SLC Advice Office: support with your **Student Finance** account  
Main Building – M19 · [financialsupport@harper-adams.ac.uk](mailto:financialsupport@harper-adams.ac.uk) · 01952 815264
- Student Records: basic **reference requests** confirming course details  
Main Building – M19 · [studentrecords@harper-adams.ac.uk](mailto:studentrecords@harper-adams.ac.uk) · 01952 815320
- Student Services: **accommodation** queries  
Faccenda Centre – FF8 · [accommodationoffice@harper-adams.ac.uk](mailto:accommodationoffice@harper-adams.ac.uk) · 01952 815286
- Student Services: **money management** advice and access to **student hardship funds**  
Faccenda Centre – FF8 · [StudentServices@harper-adams.ac.uk](mailto:StudentServices@harper-adams.ac.uk) · 01952 815396
- Students' Union Finance Office: the **Students' Union fee**  
Faccenda Centre – FF5 · [StudentsUnion@harper-adams.ac.uk](mailto:StudentsUnion@harper-adams.ac.uk) · 01952 815313

The information held within this edition of the brochure was correct at the time of publication (both electronic and hard copy). The Harper Adams University website holds the most up to date version on the [Key Information Pages](#).